

HANDICAPPED CHILDREN'S ASSISTANT- SUBSTITUTE

NOTE: Handicapped Children's Assistants are initially hired as SUBSTITUTES. Substitutes work on an on-call basis, are not guaranteed a certain number of hours and do not receive fringe benefits. Satisfactory service as a substitute MAY lead to employment on a regular basis.

THE PURPOSE: Handicapped Children's Assistants make it possible for physically handicapped students to attend Milwaukee Public Schools by attending to their individual physical needs throughout the school day.

ESSENTIAL FUNCTIONS:

These functions are performed on a daily basis:

- ❖ Transferring children and heavy objects;
- ❖ Helping physically limited children onto and off of buses;
- ❖ Toileting, feeding, and dressing physically limited students;
- ❖ Providing various levels of physical assistance (depending upon the abilities of the individual student) to students in moving from class to class or within the classroom;
- ❖ Cleaning up after accidents;
- ❖ Operating passenger elevators to take pupils from floor to floor;
- ❖ Accompanying and assisting students on field trips into the community;
- ❖ Preparing children for swimming and assisting them in getting into and out of pools as needed;
- ❖ Assisting teachers, physical therapists and occupational therapists when necessary.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. One year of experience working with handicapped individuals.
2. Current possession of a valid Certified Nursing Assistant (CNA) license or equivalent.
3. Residence in the City of Milwaukee at the time of application and throughout employment.

DESIRABLE QUALIFICATIONS:

- Graduation from high school or its equivalent.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of the principles of personal care delivery.
- Desire to help others.
- Physical ability to transfer children and lift heavy objects; knowledge of proper body mechanics.
- Good oral communication and listening skills.
- Ability to read and follow instructions.
- Ability to work cooperatively with others.
- Ability to cope with human suffering, emergencies, and other work-related stresses.
- Time management skills.

THE CURRENT PAY RATE IS: \$10.63 to \$12.80 per hour (Substitute)

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuing examination. Applications will be accepted and examinations held during **2008** as often as required to meet the needs of Milwaukee Public Schools. Candidates may take an examination for Handicapped Children's Assistant-Substitute only once every six months. Qualified applicants will be notified by mail of the date, time and place of the test. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.